



2015 Summer Job Descriptions

CITY OF SALINA
Parks & Recreation Department
City-County Building
300 W. Ash St., Rm. #100
Salina, KS 67401 • 785-309-5765

Revised: Tuesday 12/30/2014

APPLY ONLINE AT WWW.JOBS.SALINA-KS.GOV

The City of Salina Parks & Recreation Department is recruiting for the following positions:

**LIFEGUARD I
LIFEGUARD II
LIFEGUARD III
PARK & FACILITY MAINTENANCE I
PARK & FACILITY MAINTENANCE II
PARK & FACILITY MAINTENANCE III**

**RECREATION ASSISTANT I
RECREATION ASSISTANT II
RECREATION ASSISTANT III
SPORTS OFFICIAL**

Positions may work for the following areas:

Aquatics ♦ Athletics ♦ Lakewood Discovery Center ♦ Municipal Golf Course ♦ Parks & Forestry/Cemetery/Ball Fields ♦ Recreation Instructional Camps & Programs ♦ Therapeutic Recreation - Day Camps

See Page 4 for List of Contacts

APPLICANTS FOR ALL POSITIONS MUST BE HIGH SCHOOL GRADUATES UNLESS OTHERWISE DESIGNATED

EQUAL OPPORTUNITY EMPLOYER/ DRUG-FREE WORKPLACE: We consider applicants for all jobs without regard to race, religion, sex, age, national origin, ancestry, or disability. Applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resources Department at 785-309-5710.

ADA NOTICE: For needed accommodations, please call Regina McDonald at 785-309-5745 Office or 785-309-5747 TDD Number between the hours of 8:00 am & 5:00 pm. Every effort will be made to accommodate known disabilities. For material or speech access, please call at least five (5) working days prior to the event.

COMPENSATION: Unless otherwise indicated, all positions listed are paid an hourly rate of pay commensurate with the duties & responsibilities of the assignment & the qualifications of the successful applicant. The rates of pay are set at the time of employment.

APPLY: Go to www.jobs.salina-ks.gov. Temporary / Seasonal Intermittent Applications for Employment are required.

APPLICATION DEADLINE: Open until filled.

LIFEGUARD I (15 yrs. of age or older) – **CERTIFIED LIFEGUARD APPLICATIONS ACCEPTED.** **Duties:** Enforces waterpark rules & regulations; ensures the safety of all waterpark patrons; & instructs during swim lessons. **Education:** Eighth grade graduate. **Experience:** Previous experience weighs heavily in the selection process. **Requirements:** *Must have valid & current lifeguard training course certification prior to beginning work as a lifeguard.* **Hours:** Varies, includes evenings & weekends. **Pay:** \$7.75-8.75/hr. Salary determined by seniority & availability to work.

LIFEGUARD II (18 yrs. of age or older) – **Duties:** Assists in overseeing waterpark operations & supervising private parties; oversees lifeguards during normal work hours; works closely with lifeguard staff in planning, scheduling & conducting in-service training. **Education:** Eighth grade graduate. **Experience:** Previous experience in municipal pool operations (preferably with the City of Salina) will weigh heavily in the selection process. **Hours:** Varies, includes evenings & weekends. **Pay:** \$8.75-10.00/hr.

LIFEGUARD III (18 yrs. of age or older) – **Duties:** Includes opening/closing of facility, swim lesson coordination, staff scheduling & front desk assistance, customer service, handling computer issues, management of daily cash receipts & minor pool maintenance including monitoring chemical levels in the water. **Education:** High school graduate or G.E.D. **Experience:** Previous experience in any capacity in pool operations desired. **Requirements:** Valid driver's license. **Hours:** Length of employment is generally May–August; works evenings & weekends. **Pay:** \$10.00-12.50/hr. Hourly position with pay based upon experience & qualifications.

PARK & FACILITY MAINTENANCE I (18 yrs. of age or older preferred) - This classification is the entry level of the park & facility maintenance classification & is categorized as a part-time or seasonal classification in support of maintaining outdoor spaces in the following areas: aquatics, athletics, golf course, natural resources, & parks. **Duties:** Performs manual labor in the care, minor construction & maintenance of facilities & outdoor spaces; assists with planting & maintenance of trees in parks & around public buildings & facilities; performs janitorial duties in & around park, recreation, city buildings & other public facilities; maintains park grounds including seeding, mowing, watering, aerification, top dressing, planting flowers, weed removal, painting, fence repair, dirt work & related duties; drives trucks, tractors, utility vehicles, mowers, & other equipment as required. **Education:** Eighth grade graduate. **Experience:** Grounds maintenance & equipment operation experience desired, minor construction, maintenance work, mowing, or tree care. **Requirements:** Valid driver's license. **Hours:** Varies, may work evenings & weekends; generally works May - August. **Pay:** \$7.75-8.75/hr.

PARK & FACILITY MAINTENANCE II (18 yrs. of age or older) - This classification is mid-level of the park & facility maintenance classification & is categorized as a part-time or seasonal classification in support of maintaining facilities & outdoor spaces in the following areas: aquatics, athletics, golf course, natural resources, & parks. **Duties:** Responsible for supervising the maintenance & upkeep of city park locations, sports fields or other outdoor spaces including the golf course (may be long-term); oversees daily operations including supervision of any seasonal maintenance crews assigned to the site. **Education:** Eighth grade graduate. **Experience:** Grounds maintenance & equipment operation experience desired; minor construction, maintenance work, mowing, or tree care. **Requirements:** Valid driver's license. **Hours:** Varies; may work evenings & weekends; generally works May - August. **Pay:** \$8.75-10.00/hr.

PARK & FACILITY MAINTENANCE III (18 yrs. of age or older) - This classification is the highest level of the park & facility maintenance classification & is categorized as a part-time or seasonal classification in support of maintaining facilities & outdoor spaces in the following areas: aquatics, athletics, buildings, golf course, natural resources, & parks. **Duties:** Responsible for supervising the maintenance & upkeep of city locations (may be long-term); oversees daily operations including supervision of any seasonal maintenance crews who are assigned to the site. **Education:** Eighth grade graduate. **Experience:** Grounds maintenance & equipment operation experience desired; minor construction, maintenance work, mowing, or tree care. **Requirements:** Valid driver's license. **Hours:** Varies; generally works April -September. **Pay:** \$10.00-12.50/hr.

RECREATION ASSISTANT I (16 yrs. of age or older) – This classification is the entry level of the recreation series working under immediate supervision. This classification is categorized as part-time or seasonal in support of recreation programs in the following areas: aquatics, athletics, golf course, instructional programs, & natural resources. **Duties:** Performs a variety of tasks in support of programs: monitoring & assisting with the supervision of individual programs, team sports, & activities, event set-up & execution, customer service, miscellaneous office duties, & related duties as assigned. **Education:** Eighth grade graduate. **Experience:** Previous experience working with recreation programs preferred. **Hours:** Varies depending on the programs assigned to work; possibly some evenings & weekends. **Pay:** \$7.25-8.75/hr.

RECREATION ASSISTANT II (18 yrs. of age or older) - This classification is mid-level in the recreation series working under general supervision. Incumbents must have a thorough knowledge of recreation program activities, facilities, policies, & procedures. **Duties:** Performs a variety of activities related to the organization, direction, maintenance, & supervision of a recreational program, including general therapeutic, & senior recreational programs; assists in leading other workers; performs related duties as assigned. **Education:** High school graduate or G.E.D. **Experience:** Previous field/tournament experience desired. **Requirements:** Valid driver's license. **Hours:** Varies depending on the programs assigned to work; possibly some evenings & weekends. **Pay:** \$8.75-10.50/hr.

RECREATION ASSISTANT III (18 yrs. of age or older)-This classification is at the leadership level of the recreation series working under general supervision. Incumbents must have a thorough knowledge of recreation program activities, facilities, policies & procedures, must have excellent customer service skills & the ability to lead others. **Duties:** Serves as a working supervisor in coordinating, scheduling & assisting with day-to-day services of recreational programs; provides customer service; enforces rules; & assures that safe & appropriate recreation facilities & program services are provided; performs related duties as assigned. **Education:** High school graduate or G.E.D.; degree or extensive course work in recreation, environmental education, physical education, or similar fields is highly desirable. **Experience:** Previous experience in leading others. **Requirements:** Valid driver's license. **Hours:** Varies depending on the programs assigned to work; possibly some evenings & weekends. **Pay:** \$10.50-12.50/hr.

SPORTS OFFICIAL (16 yrs. of age or older) -Works under the supervision of the Recreation Supervisor-Athletics and/or program supervisor/assigner. **Duties:** Officiates youth & adult sports programs including, but not limited to: baseball, softball, volleyball, basketball, soccer & kickball. **Education:** Eighth grade graduate. **Experience:** Must attend officials training/clinic sponsored by Salina Parks & Recreation Department and/or be certified in the specific sport prior to the league season. **Hours:** Works primarily evenings & weekends throughout the year (seasonal sport specific). **Pay:** \$16.00-\$32.00/game depending upon sport assigned & experience.

AQUATICS • KENWOOD COVE WATERPARK

701 Kenwood Park Drive ▪ (785) 826-7430 ▪ www.kenwoodcove.com

Hours: Open weekdays & Saturday from 12:30 p.m. to 7:00 p.m. ▪ 12:30 p.m. to 6:00 p.m. on Sunday

Waterpark personnel work from May - August

Contact: Brittany Sheehan @ 785-309-5765 ext. 2067

ATHLETICS • BALL FIELDS

Parks & Recreation Department ▪ 300 W. Ash Room 100 ▪ www.salina-ks.gov

Contact: Travis Scheele @ 785-309-5765 ext. 2072

LAKEWOOD DISCOVERY CENTER

250 Lakewood Dr. ▪ www.naturalkansas.org/lakewood.htm

Contact: Brian Underwood @ 785-826-7335.

MUNICIPAL GOLF COURSE

2500 East Crawford ▪ www.salinamuni.com

Hours: 7:00am to Dark Daily

Contact: Steve Hardesty @ 785-826-7450 (Inside) ♦ Contact: Mark Lytle @ 785-452-5328 (Outside)

PARKS & FORESTRY / CEMETERY / BALL FIELDS

Oakdale Park Office located at 730 Oakdale ▪ www.salina-ks.gov

Contact: Bob Ash @ 785-826-7275 (Parks/Cemetery) ♦ Contact: Kirk Wyatt @ 785-819-2354 (Ball Fields)

RECREATION INSTRUCTIONAL • DAY CAMPS

Parks & Recreation Department ▪ 300 W. Ash Room 100 ▪ www.salina-ks.gov

Hours: Day camps' daily schedule is from 8:00 a.m. – 5:00 p.m. Monday - Friday for 9-weeks during the summer.

Contact: Tim Kerbs @ 785-309-5765 ext. 2073

RECREATION INSTRUCTIONAL • PROGRAMS

Parks & Recreation Department ▪ 300 W. Ash Room 100 ▪ www.salina-ks.gov

Hours: Based on Programs' Schedules

Contact: Tim Kerbs @ 785-309-5765 ext. 2073

THERAPEUTIC RECREATION • DAY CAMPS

Parks & Recreation Department ▪ 300 W. Ash Room 100 ▪ www.salina-ks.gov

Contact: Linnette Burger @ 785-309-5765 ext. 2068